



STATE OF TENNESSEE  
DEPARTMENT OF MENTAL HEALTH

**ANNOUNCEMENT OF FUNDING  
FOR  
SUBSTANCE ABUSE PREVENTION SERVICES**

FOR TENNESSEE FISCAL YEAR 2013  
JULY 1, 2012 - JUNE 30, 2013

**TENNESSEE PREVENTION NETWORK**

Released by the  
Tennessee Department of Mental Health  
Division of Alcohol and Drug Abuse Services

Term of Services: July 1, 2012 to June 30, 2013

Key Due Dates and Times: Proposals due by January 31, 2012, 4:00 PM Central Time (CT)  
(See Section 1.2. for other due dates and times)

Submitted To: Tennessee Department of Mental Health  
Division of Alcohol and Drug Abuse Services  
ATTN: Tennessee Prevention Network Announcement of Funding  
Andrew Johnson Tower, 10th Floor  
710 James Robertson Parkway  
Nashville, TN 37243

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TENNESSEE DEPARTMENT OF MENTAL HEALTH  
Division of Alcohol and Drug Abuse Services  
Tennessee Prevention Network  
Announcement of Funding  
December 2011

The Tennessee Department of Mental Health (TDMH), Division of Alcohol and Drug Abuse Services (DADAS) (the “State”) is requesting proposals from those interested in providing Substance Abuse Prevention services.

**1. GENERAL CONDITIONS**

**1.1. Funding Information**

1.1.1. **Type of Funding:** State of Tennessee Grant Contract Funds

1.1.2. **Funding Amount:** State of Tennessee Grant Contracts (hereinafter Grant Contracts) may be available to eligible proposers to serve individuals at a State-established rate per person per hour of service.

1.1.3. **Project Period:** July 1, 2012 through June 30, 2013. If funds are available, there may be a two (2)-year extension of the project. Renewal of any Grant Contracts will depend on: 1) the availability of funds; 2) Grantee progress in meeting goals and objectives; and 3) timely submission of required data and reports.

1.1.4. **Allocations:** Funding allocations will be made on the basis of how well a Proposer addresses guidelines and criteria of this Announcement of Funding (hereinafter Announcement). The actual amount available for a Grant Contract may vary depending on the number and quality of proposals received.

1.1.5. Tennessee’s seven (7) Mental Health Planning Regions are as follows:

1.1.5.1. **Region 1:** Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, and Washington Counties.

1.1.5.2. **Region 2:** Anderson, Blount, Campbell, Claiborne, Cocke, Grainger, Jefferson, Hamblen, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier, and Union Counties.

1.1.5.3. **Region 3:** Bledsoe, Bradley, Clay, Cumberland, DeKalb, Fentress, Grundy, Hamilton, Jackson, Macon, Marion, McMinn, Meigs, Overton, Pickett, Polk, Putnam, Rhea, Sequatchie, Smith, Van Buren, Warren, and White Counties.

- 1.1.5.4.        **Region 4:** Davidson County.
- 1.1.5.5.        **Region 5:** Bedford, Cannon, Cheatham, Coffee, Dickson, Franklin, Giles, Hickman, Houston, Humphreys, Lawrence, Lewis, Lincoln, Maury, Marshall, Montgomery, Moore, Perry, Robertson, Rutherford, Stewart, Sumner, Trousdale, Wayne, Williamson, and Wilson Counties.
- 1.1.5.6.        **Region 6:** Benton, Carroll, Chester, Crockett, Decatur, Dyer, Fayette, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Lake, Lauderdale, Madison, McNairy, Obion, Tipton, and Weakley Counties.
- 1.1.5.7.        **Region 7:** Shelby County.

## 1.2. Timelines and Definition of "Due By"

December 9, 2011	Release of Announcement of Funding
December 16, 2011	Proposers' Written Questions Regarding the Announcement are due by 4:00 PM CT
January 4, 2012	Proposal Information Session at 10:00 AM CT
January 6, 2012	Proposers' Written Questions Arising after the Proposal Information Session are due by 12:00 PM CT
January 13, 2012	State issues written responses to new questions
January 31, 2012	Proposals are due by 4:00 PM CT
March 9, 2012	Announcement of Accepted Proposals
July 1, 2012	Anticipated Start Date of the Grant Contract

**"Due by" means that the item being requested must be "received by" and "be in the hands of the TDMH (State)" by the stated date and time. "Due by" does not mean "postmarked by". For submission of proposals, see Section 1.8 for additional information.**

### **1.3. Proposer and Proposal Eligibility**

- 1.3.1. If unsure of eligibility, contact Dave Farmer at [Dave.Farmer@tn.gov](mailto:Dave.Farmer@tn.gov). **Questions specific to eligibility for this Announcement may be asked, in writing, at any time.** Electronic mail (e-mail) **is** permitted for the submission of eligibility-related questions. All other questions and requests for clarification shall be handled as explained in Section 1.7. Written responses to eligibility questions will be sent within three (3) business days of receipt of the written question.
- 1.3.2. Proposer Eligibility. The following types of entities are eligible to submit a proposal, unless prohibited under Section 1.3.3.:
- 1.3.2.1. A 501(c)(3) entity as defined and described in the Internal Revenue Code, 26 United States Code (USC) § 501.
  - 1.3.2.3. A governmental entity doing business in the State of Tennessee.
- 1.3.3. A Proposer, for purposes of this Announcement, must **not** be (and the State will **not** enter into a Grant Contract with):
- 1.3.3.1. An entity which employs an individual who is, or within the past six (6) months has been, an employee or official of the State of Tennessee in a position that would allow the direct or indirect use or disclosure of information, which was obtained through or in connection with his or her employment and not made available to the general public, for the purpose of furthering the private interest or personal profit of any person; or,
  - 1.3.3.2. Any individual or entity involved in assisting the State in the development, formulation, or drafting of this Announcement or the State Grant Contract's Scope of Services (such person or entity being deemed by the State as having information that would afford an unfair advantage over other Proposers).
  - 1.3.3.3. For the purposes of applying the requirements of this Section, the State will deem an individual to be an employee or official of the State of Tennessee until such time as all compensation for salary, termination pay, and annual leave has been paid.
- 1.3.4. Proposal Eligibility. Eligible proposals **must**:
- 1.3.4.1. Focus on Primary Prevention Programs defined by the Substance Abuse Prevention and Treatment (SAPT) Block Grant as “those directed at individuals who have not been determined to require treatment for substance abuse.” This funding is specifically targeted for providing programs that seek to: 1) delay the onset of substance use, abuse, and

dependence; 2) reduce illegal use of substances, and/or 3) reduce the prevalence of negative consequences associated with substances; and

1.3.4.2. Target selective subgroups or indicated individuals as defined by the following:

1.3.4.2.1. **Selective prevention** includes programs and practices that are delivered to sub-groups of individuals identified on the basis of their membership in a group that has an elevated risk for developing substance abuse problems. An individual's personal risk is not specifically assessed or identified and is based solely on a presumption given his or her membership in the at-risk subgroup.

1.3.4.2.2. **Indicated prevention** focuses on populations that are identified on the basis of individual risk factors or initiation behaviors that put them at high risk for developing substance abuse problems. The individuals targeted at this stage, although showing signs of early substance use, have not yet reached the point where a clinical diagnosis of substance abuse can be made.

1.3.4.2.3. The following groups are at especially high risk in Tennessee for substance use/abuse. Each proposal will be assessed based in part on the adequacy of the response to the needs of one or more of these selected and indicated population groups. ***Additional selected and indicated populations may be targeted if the proposal adequately demonstrates the evidence of need with specific data and sources.***

1.3.4.2.3.1. **Selected Population Groups include:**

1.3.4.2.3.1.1. High school dropouts;

1.3.4.2.3.1.2. Foster care children;

1.3.4.2.3.1.3. Juvenile offenders;

1.3.4.2.3.1.4. Children of substance abusing parents;

1.3.4.2.3.1.5. Lesbian Gay Bisexual Transgender Questioning (LGBTQ) individuals;

1.3.4.2.3.1.6. Children of incarcerated parents;

1.3.4.2.3.1.7. Military families; and

1.3.4.2.3.1.8. Youth with Low School Performance/ Truancy

1.3.4.2.3.2. **Indicated Population Groups include:**

1.3.4.2.3.2.1. Early initiation (age thirteen (13) years and under) of alcohol and drug use and associated problems;

1.3.4.2.3.2.2. Adolescent binge drinking and excessive alcohol use (ages thirteen to eighteen (13-18) years) and associated problems;

1.3.4.2.3.2.3. Young adult binge drinking (ages eighteen to twenty-four (18-24) years) and associated problems;

1.3.4.2.3.2.4. Adolescent high rate/ excessive use of alcohol and/or drugs (ages thirteen to eighteen (13-18) years);

1.3.4.2.3.2.5. Inhalant use (ages ten to sixteen (10-16) years) and associated problems;

1.3.4.2.3.2.6. Adolescent prescription drug use (ages thirteen to eighteen (13-18) years) and associated problems; or

1.3.4.2.3.2.7. Adolescent co-occurring disorders (ages thirteen to eighteen (13-18) years) and associated problems; and

- 1.3.4.3. Utilize strategies that are evidence-based as determined by compliance in one of the following areas:
  - 1.3.4.3.1. Inclusion in Federal registries of evidence-based interventions;
  - 1.3.4.3.2. Reported (with positive effects on the primary targeted outcome) in peer-reviewed journals; or
  - 1.3.4.3.3. Documented effectiveness supported by other sources of information and the consensus judgment of informed experts, as described in the following set of guidelines, all of which must be met:
    - 1.3.4.3.3.1. The intervention is based on a theory of change that is documented in a clear logic or conceptual model; and
    - 1.3.4.3.3.2. The intervention is similar in content and structure to interventions that appear in registries and/or the peer-reviewed literature; and
    - 1.3.4.3.3.3. The intervention is supported by documentation that it has been effectively implemented in the past, and multiple times, in a manner attentive to scientific standards of evidence and with results that show a consistent pattern of credible and positive effects; and
- 1.3.4.4. Be complete and comply with all requirements of this Announcement.  
**Incomplete proposals or proposals that have not adhered to the requirements shall not be reviewed.**

#### **1.4. State Amendments to this Announcement**

The State reserves the right to amend this Announcement at any time. In the event the State decides to amend, add to, or delete any part of this Announcement, a written amendment will be posted on the State's website and notice of the posting will be distributed via the electronic mail (e-mail) mailing list described in Section 1.7.2.



### 1.5. State Cancellation of this Announcement

The State reserves the right to cancel, or to cancel and re-issue, this Announcement. See also Section 1.9.8. In the event such action is taken, notice of such action will be posted on the State's website and notice of the posting will be distributed via the electronic mail (e-mail) mailing list described in Section 1.7.2.

### 1.6. Proposer Notice of Intent to Propose

Creating a Proposer Contact List. The notice of *Intent to Propose* creates no obligation on the Proposer to submit a proposal and is **not a prerequisite** for submitting a proposal. The notice of *Intent to Propose* is recommended for the purpose of collecting electronic mail (e-mail) addresses of those who wish to directly receive any Announcement amendments or other notices and communications related to the Announcement. **There is no due date for the notice of Intent to Propose.** To ensure timely receipt of any communications related to the Announcement, it is recommended that Proposers provide contact information (names and e-mail addresses) as soon as possible prior to the Proposal Information Session (see Section 1.8.). Electronic mail (e-mail) **is** permitted for sending the notice of *Intent to Propose* and providing contact information; send an e-mail to Dave.Farmer@tn.gov. In addition to Announcement amendments and other notices being sent via e-mail, Announcement amendments and other notices will be available on the TDMH website. **If** a Proposer wishes to send a more formal *Letter of Intent to Propose*, there is no particular format for such letter, but please indicate in the letter that the Proposer intends to submit a proposal in response to the "Tennessee Prevention Network Announcement of Funding" and include the name(s) and electronic mail (e-mail) address(es) of the individual(s) who are to be included on the e-mail mailing list to receive information (see Section 1.7.2). The *Letter of Intent to Propose* may be sent via e-mail to Dave.Farmer@tn.gov.

### 1.7. Communications

- 1.7.1. Communications – Method of Dispatch. Senders must assume the risk of the method of dispatching any communication (proposal questions, comments, clarifications; proposal; and so on). **The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.** Selection of the method of dispatch is the sole responsibility of the Proposer. Use of regular United States Postal Service (USPS) mail is **strongly discouraged** but if used, the sender should allow extra time for processing to ensure delivery by the stated date and time. As an alternative, the sender should consider using a delivery system that ensures delivery directly to the intended recipient (express mail; overnight delivery; UPS; FedEx; hand delivery). **Electronic methods of dispatch are prohibited unless otherwise noted.**

- 1.7.2. Electronic Mail (E-Mail) Mailing List. The State will create an electronic mail (e-mail) mailing list to be used for sending communications related to this Announcement.

Announcement amendments and other notices will also be available at the TMDH website.

- 1.7.3. Questions and Requests for Clarification – Prior to the Proposal Information Session. To be fair to everyone interested in proposing, questions and requests for clarification regarding this Announcement must be submitted in writing on or before 4:00 PM CT on December 16, 2011 to [Dave.Farmer@tn.gov](mailto:Dave.Farmer@tn.gov) in order to be answered at the Proposal Information Session as described in Section 1.8. See Section 1.7.1. regarding method of dispatch. Electronic mail (e-mail) **is** permitted for the submission of written questions and requests for clarification regarding this Announcement. Written responses to any questions and requests for clarification regarding this Announcement will be posted to the State's website and notice of posting will be distributed via the e-mail mailing list described in Section 1.7.2.
- 1.7.4. Questions and Requests for Clarification – At ,and After, the Proposal Information Session. To be fair to everyone interested in proposing, questions and requests for clarification arising **at** the Proposal Information Session will be written down by the State at the Proposal Information Session and will be answered in writing by January 13, 2012. Questions and requests for clarification arising **after** the Proposal Information Session must be submitted in writing by 12:00 PM CT on January 6, 2012, to [Dave.Farmer@tn.gov](mailto:Dave.Farmer@tn.gov), and will be answered in writing by January 13, 2012. See Section 1.7.1. regarding method of dispatch. Electronic mail (e-mail) **is** permitted for the submission of written questions and requests for clarification regarding this Announcement. Written responses to any questions and requests for clarification regarding this Announcement will be posted to the State's website and notice of posting will be distributed via the e-mail mailing list described in Section 1.7.2.
- 1.7.5. State's Written Responses and Communications are Binding. Only the State's official, written responses and communications will be binding with regard to this Announcement. The State will consider oral communications of any type to be **unofficial** and **non-binding**.

## 1.8. Proposal Information Session

Those interested in submitting a proposal are encouraged to attend the Proposal Information Session scheduled for Tuesday, January 4, 2012 from 10:00 AM until 12:00 PM Central Time at the Andrew Johnson Tower, 710 James Robertson Parkway, 1<sup>st</sup> Floor Conference Room, Nashville, TN 37243. **No makeup session will be provided.** It is recommended that Proposers fully review the Announcement prior to the Proposal Information Session in order to determine those sections needing further clarification. Written responses to questions and requests for clarification received in accordance with Section 1.7.3. will be posted on the State's website and notice of posting will be distributed via the e-mail mailing list described in Section 1.7.2. A paper copy of the written responses will be available at the Proposal Information Session. For questions and requests for clarification arising at and after the Proposal Information Session, see Section 1.7.4. Also please note that there will be phone call-in capability for those that are unable to come to Nashville on that date. Please note that each agency may only call in from one number as there are a limited number of call-in lines available for these numbers. The numbers are as follows; local-615-253-1857, long distance-1-877-278-0081.

**1.9. Proposal Preparation, Proposal Formatting Requirements, Proposal Submission, and Proposal Withdrawal**

- 1.9.1. Proposer's Preparation of Proposal. The Proposer accepts full responsibility for all costs incurred in the preparation, submission, and other activities undertaken by the Proposer associated with the proposal.
- 1.9.2. Proposal Formatting Requirements. The State's goal to review all proposals submitted must be balanced against the obligation to ensure equitable treatment of all proposals. For this reason, formatting requirements have been established for proposals. **Failure to adhere to these requirements shall result in the proposal not being reviewed.**

- 1.9.2.1. Proposals must be received by the deadline.
- 1.9.2.2. Information provided must be sufficient for review.
- 1.9.2.3. Text must be legible.
- 1.9.2.4. Proposals must be written in English.
- 1.9.2.5. Proposal pages must be typed in black ink, single-spaced, in Times New Roman font, size twelve (12), with all margins (left, right, top, bottom) one inch (1") each. The one inch (1") margin requirement does **not** apply when preparing the worksheets (Attachments A-C).
- 1.9.2.6. Pages should not have printing on both sides.

- 1.9.2.7. Proposal paper must be white and eight and one-half inches by eleven inches (8.5" x 11") in size.
- 1.9.2.8. Proposals must adhere to page and line limits where noted.
- 1.9.2.9. Worksheets (Attachments A-C) must be used and the format cannot be altered.
- 1.9.2.10. To facilitate review and processing of the proposal, all pages must be numbered, beginning with the Cover Sheet. Assemble the proposal in the following order:

**Transmittal Letter (signed in ink by authorized representative)**

**Cover Sheet (Attachment A)**

**Abstract**

**Table of Contents**

**Proposal Narrative**

**Planning Worksheet (Attachment B)**

**Implementation Worksheet and Budget Request (Attachment C)**

**Any additional attachments in the order requested in the Announcement (letters of agreement, evaluation instruments, etc.)**

- 1.9.2.11. All proposal pages must include a header with Proposer Name and Page Number.
- 1.9.2.12. Send the original proposal and four (4) copies to the mailing address listed in Section 1.9.4. Do not use staples, paper clips, and fasteners. Nothing should be attached, stapled, folded, or pasted. However, colored paper, rubber bands, or folders may be used to separate the copies. Do not use heavy or lightweight paper or any material that cannot be copied using automatic copying machines. Odd-sized and oversized attachments such as posters will not be copied and sent to reviewers. Do not include videotapes, audiotapes, compact disks (CDs), digital video disks (DVDs), flash drives, or other similar media formats.
- 1.9.3. Proposal Submission – Method of Dispatch. Senders must assume the risk of the method of dispatching any communication (proposal questions, comments, clarifications; proposal; and so on). **The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.** Selection of the method of dispatch is the sole responsibility of the Proposer. Use of regular United States Postal Service (USPS) mail is **strongly discouraged** but if used, the sender should allow extra time for processing to ensure delivery by the proscribed time and date. As an alternative, the sender should consider using a delivery system that ensures delivery directly to the intended recipient (express mail; overnight delivery; UPS; FedEx; hand delivery). **Electronic methods of dispatch are prohibited unless otherwise noted.**

- 1.9.4. The proposal must be dispatched (see Section 1.9.3.) to:

Tennessee Department of Mental Health  
Division of Alcohol and Drug Abuse Services  
ATTN: Tennessee Prevention Network Announcement of Funding  
Andrew Johnson Tower, 10th Floor  
710 James Robertson Parkway  
Nashville, TN 37243

- 1.9.5. Proposal – Due Date. Proposals must be **received by** the State no later than 4:00 PM CT on January 31, 2012 and meet other submission criteria detailed in this Announcement in order to be eligible for review. **See Section 1.7.1. for method of dispatch**. Proposals will be considered to be “on time” only if they are received on or before the established due date and time. This does **not** mean “postmarked by” the due date and time; rather, it means “received by” and, “in the hands of the TDMH (the State) by the due date and time. If the proposal is hand delivered, a signed receipt from the State will be given to the delivery person as verification of receipt. Receipt of proposals submitted using a mail delivery service will be provided via e-mail.
- 1.9.6. Late proposals will **not** be reviewed.
- 1.9.7. Proposers may only submit **one (1)** proposal. The submission of multiple proposals from the same Proposer may result in the Proposer’s disqualification.
- 1.9.8. State’s Right to Reject Proposals. The State reserves the right to reject, in whole or in part, any or all proposals; to advertise for new proposals; to arrange to perform the services herein; to abandon the need for such services; and to cancel this Announcement if it is in the best interests of the State. See also Section 1.5. In the event such action is taken, notice of such action will be posted on the State’s website and notice of the posting will be distributed via the electronic mail (e-mail) mailing list described in Section 1.7.2.
- 1.9.9. Proposal Withdrawal. Proposals submitted prior to the due date may be withdrawn, modified, and resubmitted by the Proposer so long as any resubmission is made in accordance with all requirements of this Announcement.

#### **1.10. Proposal Review, Selection, Components, and Scoring**

- 1.10.1. No Obligation of State. This Announcement and the Grantee selection processes do not obligate the State and do not create rights, interests, or claims of entitlement in either the Proposer with the apparent best-evaluated proposal or any other Proposer.
- 1.10.2. Proposal Review. Eligible proposals received by the deadline will be screened to determine technical compliance and completion. **Incomplete and noncompliant**

**proposals will not be reviewed.** Proposers submitting incomplete or noncompliant proposals will be notified. Proposals found to be in compliance with all requirements, complete, and in the approved format will be submitted for review.

1.10.3. Proposal Selection. The State recognizes the need to ensure that funding provided for substance abuse prevention services provides maximum benefit to the citizens of Tennessee. Therefore, preference will be given to proposals that:

- 1.10.3.1. Meet the Proposal Eligibility criteria outlined in Section 1.3.4.;
- 1.10.3.2. Incorporate evidence-based and/or promising practices for which research has demonstrated effectiveness;
- 1.10.3.3. Implement strategies through collaboration of identified community sectors and partnerships with multiple prevention providers and other community-based organizations, as appropriate to the goals of the prevention strategy;
- 1.10.3.4. Demonstrate the ability to achieve, measure, evaluate, and report results;
- 1.10.3.5. Describe the way in which selected evidence-based strategies are to be delivered in culturally competent fashion within the population to be served (e.g. Age Specific, Developmentally Appropriate, and Culturally Responsive);
- 1.10.3.6. Clearly describe the method through which the targeted population will be engaged, recruited, and retained;
- 1.10.3.7. Provide specific rationale for the services being provided; and
- 1.10.3.8. Clearly indicate whether the proposed activities are selected or indicated and why the chosen level is most appropriate for the problem being addressed.

1.10.4. Proposal Components. There are seven (7) Proposal components:

- 1.10.4.1. **Transmittal Letter (signed in ink by authorized representative)**  
Include authorized signature(s)
- 1.10.4.2. **Cover Sheet (Attachment A)**  
Include authorized signature(s)
- 1.10.4.3. **Abstract**  
Not to exceed thirty-five (35) lines. The first five (5) lines or less of the abstract must include a summary of the proposal that can be

used in publications, reports to the Federal Government or press releases, if a Grant Contract is executed.

1.10.4.4. **Table of Contents**

Include page numbers for each of the major sections, beginning with the Proposal Narrative, and for each attachment of the proposal.

1.10.4.5. **Proposal Narrative**

The Proposal Narrative (Section 2.) consists of Subsections 2.1. through 2.6. Together, the Proposal Narrative **may not exceed ten (10) pages**. This limit does **not** include worksheets (Attachments B-C). Total point allocation includes the score for worksheets.

1.10.4.6. **Planning Worksheet (Attachment B)**

Complete Attachment B as directed

1.10.4.7. **Implementation Worksheet and Budget Request (Attachment C)**

Complete Attachment C as directed

1.10.5. Proposal Scoring. Proposal scoring will be based on the **quality and completeness** of responses to the Proposal components (see Section 1.10.4.) Each component will be allocated a maximum point value that determines a range within which reviewers will assign specific points. Proposals may receive a maximum score of two hundred (200). A minimum average score of one hundred twenty (120) or greater is required for the proposal to be considered for funding. Proposals scoring less than the minimum average score will **not** be funded.

**1.11. State of Tennessee Grant Contract Provisions**

1.11.1. Scope of Services and Rights of the State. See Attachment D for the Intended Scope of Services, which is Section A. of a State of Tennessee Grant Contract. Please note that the State of Tennessee reserves the right to make any changes deemed necessary before issuing the final Grant Contract. The State of Tennessee also reserves the right not to issue any Grant Contracts in response to this Announcement.

1.11.2. Commencement of State Obligations. State obligations pursuant to a Grant Contract shall commence only after the Grant Contract is signed by the State and the Grantee and after the Grant Contract is approved by all other Tennessee officials in accordance with applicable laws and regulations.

1.11.3. Consideration of Past Performance. Prior to the execution of any Grant Contract, the State reserves the right to consider past performance under other Tennessee contracts.

1.11.4. Some Requirements of a State of Tennessee Grant Contract. Agencies entering into a Grant Contract under this Announcement will be required to:

- 1.11.4.1. Implement and maintain written organized policies and procedures; and create and maintain a written Policies and Procedures Manual, if such a manual does not already exist.
- 1.11.4.2. Participate in a Regional Prevention Workgroup. Regional Prevention Workgroups are located in the Seven Mental Health Regions as identified in Section 1.1.5.

## **2. PROPOSAL NARRATIVE**

Proposals must include completed worksheets of this Announcement, as well as responses to every question or statement in each category of this Proposal Narrative (Section 2.). **Failure to complete any worksheets (Attachments A, B and C) or respond to every question or statement in each category of this Section shall result in the proposal not being reviewed.** This Section includes the following categories: 2.1. Background, Experience, and Needs Assessment; 2.2. Target Population; 2.3. Planning Process; 2.4. Implementation Process; 2.5. Evaluation; and 2.6.; Sustainability. Responses should fully address each item and be numbered for clarity. **Page limits for each category are noted below; total page limit for the Proposal Narrative is ten (10) pages [see also Section 3.2.].**

### **2.1. Background, Experience, and Needs Assessment [Two (2) pages]**

- 2.1.1. Identify and describe other projects in which the Proposer is currently providing or has in the past provided prevention services similar to the services described in the Announcement. Include a description of current evidence-based services offered to selective and indicated groups.
- 2.1.2. Describe the outcomes associated with the prevention services currently offered.
- 2.1.3. Indicate the service area: be specific and state which community(ies), city(ies), or county(ies) will be served.
- 2.1.4. Describe the alcohol and other drug problem(s) that the program will address in the service area. Description should include:
  - 2.1.4.1. Information about the nature of the alcohol and other drug problem in the service area.
  - 2.1.4.2. Data (quantitative and qualitative) that demonstrates there is a problem in the service area.



- 2.1.4.3. Data (quantitative and qualitative) that demonstrates there is a need for the program in the service area (i.e. is there a gap in services?)

## **2.2. Target Population [Two (2) pages]**

- 2.2.1. Describe the program's target population. Description should include:

- 2.2.1.1. Which Selective or Indicated population(s) to be served. Please refer to Section 1.3.4. for a list of the State's top priorities.
- 2.2.1.2. Describe the need for services in the targeted population(s) by including data that demonstrates the target population has high need in the identified service area. This data should be specific and should include quantitative as well as qualitative data.
- 2.2.1.3. Data that demonstrates the target population(s) is at high risk of alcohol and other drug use and abuse problems.
- 2.2.1.4. Describe how the target population(s) has been identified in the community anti-drug coalition's comprehensive strategic plan. If the community does not have an anti-drug coalition, please describe how the target population has been identified in other community planning processes.
- 2.2.1.5. Describe how the targeted population(s) for the program will be recruited and/or accessed. Please be specific and discuss the referral sources and the criteria used for making referrals. If serving an indicated population, there must be a screening instrument that determines the individual is in need of the indicated service and that screening instrument must be included as an attachment to the proposal.
- 2.2.1.6. Submit a letter of agreement between the Proposer and any agencies that will refer the Selective or Indicated population(s) to the program.
- 2.2.1.7. How many persons will be served? Please be specific and state how many youth and/or adults will be served.

## **2.3. Planning Process [One (1) page]**

- 2.3.1. **Complete the Planning Worksheet (Attachment B) as part of this subsection (2.3).**
- 2.3.2. Describe how the identified problem from the Needs Assessment effectively and realistically ties to the goals and objectives.

**2.4. Implementation Process [Two (2) pages]**

**2.4.1. Complete the Implementation Worksheet and Budget Request (Attachment C) as part of this Subsection (2.4).**

**2.4.2. Explain the **evidence-based practice (EBP)** you plan to deliver. Description should include:**

- 2.4.2.1. The name of the EBP(s) to be delivered, and which of the State's EBP criteria the identified EBP meets. Please be specific and state: which registry the EBP is on or which peer reviewed journals it has been in, or describe the theory that it was based on.
- 2.4.2.2. Data that demonstrates the EBP(s) is appropriate for the problem identified.
- 2.4.2.3. Data that demonstrates the EBP(s) is appropriate for the Selective or Indicated population(s) identified.
- 2.4.2.4. The recommended dosage (number of sessions per a specified period of time [i.e.; day, week, month]) and duration (amount of time sessions will occur [i.e.; twelve (12) days, three (3) weeks, one (1) month]) of the evidence-based practice(s).
- 2.4.2.5. Describe if any modifications will be made to the EBP, and whether conversations have taken place with the developers about making modifications.
- 2.4.2.6. If proposing to serve more than one population type (i.e. one selective or one indicated population) describe how the needs of each population will be met.
- 2.4.2.7. Describe how staff will be recruited and trained to ensure the EBP(s) will be delivered with fidelity.

**2.4.3. Describe how the program will assure cultural competence and cultural responsiveness to include race, ethnicity, culture, socioeconomic, and Lesbian Gay Bisexual Transgender Questioning (LGBTQ) populations.**

**2.5. Evaluation [Two (2) pages]**

- 2.5.1. Describe the method for evaluating the effectiveness of the program. Please attach the evaluation instruments that will be used.
- 2.5.2. Describe how the information from the evaluation will be used to recruit, inform, and engage community members and the target population.
- 2.5.3. Please state the Proposer's intention to participate in the State evaluation of prevention services.

**2.6. Sustainability [One (1) page]**

- 2.6.1. Describe how the program will be sustained after the funding is no longer available. Description should include:
  - 2.6.1.1. What parts of the program will be sustained.
  - 2.6.1.2. Other possible funding sources to maintain the program.

### **3. PROPOSAL CHECKLIST**

#### **3.1. Technical Requirements**

- ☐ Written in English
- ☐ Typed in black ink, single-spaced of standard eight and one-half inch by eleven inch (8.5" x 11") paper
- ☐ Typed in Times New Roman font, size twelve (12)
- ☐ All margins (left, right, top, bottom) are one inch (1") each. The margin requirement is **not** applicable to the Attachments.
- ☐ Adhered to page and line limits
- ☐ Pages are sequentially numbered, including all attachments
- ☐ Page header includes the Proposer Name and Page Number
- ☐ Responded to each criterion listed in this Announcement in the order requested
- ☐ Signed in ink by an authorized representative of the Proposer submitting the proposal
- ☐ Assembled the proposal in the order described in Section 1.9.2.10.
- ☐ No binder clips or paperclips have been used; no stapling or binding has been used
- ☐ Submitted one (1) original print copy and four (4) print copies of the original

### 3.2. Proposal Order

Use the table below to ensure all requested information is included in the proposal. In addition, proposal materials should follow the order denoted below. **Incomplete proposals will not be reviewed.**

Proposal Component	Maximum Page Limit (where applicable)	Checklist
I. Cover Sheet, including signatures (Attachment A)	Not Applicable	
II. Abstract	35 lines	
III. Table of Contents	As needed to fulfill the requirement	
IV. Proposal Narrative [Total Points: 200] [Total Pages: 10]		
Background, Experience, and Needs Assessment	2	
Target Population	2	
Planning Process	1	
Implementation Process	2	
Evaluation	2	
Sustainability	1	
V. Attachments		
B. Planning Worksheet	As needed to fulfill the requirement	
C. Implementation Worksheet and Budget Request	As needed to fulfill the requirement	
Letter of Agreement(s) (see Section 2.2.1.6.)	As needed to fulfill the requirement	
Evaluation Instruments (see Section 2.5.1.)	As needed to fulfill the requirement	

**Attachment A**  
**Cover Sheet**  
**Page 1 of 1**

- 1) Legal Name of Grantee (to be used in Grant Contract):
- 2) Federal ID#:
- 3) Edison #:
- 4) Contact Information: (Please fill in the table below)

	Name	Title	Phone Number	Fax Number	Email Address	Mailing Address
<b>Executive Director</b>						
<b>Program Contact</b>						
<b>Fiscal Contact</b>						
<b>Authorized Contract Signer</b>						
<b>Board Chair</b>						

5) Tax Status

- ☐ Tax Exempt 501(c)(3) organization  
☐ Government tax exempt entity  
☐ For profit  
☐ Other- Please specify:  
☐ Not a 501(c)(3) entity- Name of Fiscal Agent      Phone of Fiscal Agent

6) County(ies) to be served:

7) Geographic Area Served by This Project (Counties in each Region are listed in Section 1.1.5.)

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Region 1 | <input type="checkbox"/> Region 5  |
| <input type="checkbox"/> Region 2 | <input type="checkbox"/> Region 6  |
| <input type="checkbox"/> Region 3 | <input type="checkbox"/> Region 7  |
| <input type="checkbox"/> Region 4 | <input type="checkbox"/> Statewide |

**Signature of Authorized Representative:**

**Date:**

**Attachment B**  
**Planning Worksheet**  
**Page 1 of 2**

**Overall Problem Statement (You must have one (1))**

Overall Problem Statement	Overall Goal Statement	Objective Questions	Objectives	Target Population
		What will change?		
		For whom?		
		By how much?		
		When will the change occur?		
		How will it be measured?		

**Contributing Risk and Protective Factors Goals (You must have three (3)):**

Problem Statement	Theory of Change	Goals	Objective Questions	Objectives Answers	Target Population (who and how many?)
			What will change?		
			For whom?		
			By how much?		
			When will the change occur?		
			How will it be measured?		
			What will change?		
			For whom?		
			By how much?		
			When will the change occur?		
			How will it be measured?		
			What will change?		
			For whom?		
			By how much?		
			When will the change occur?		
			How will it be measured?		

**Attachment B**  
**Planning Worksheet**  
**Page 2 of 2**

**Process Measures (You must have three (3))**

<b>When?</b> <i>(Time Frame)</i>	<b>What?</b> (attending, completing, etc.)	<b>By How Much?</b> (Percentage)	<b>Who?</b> (Program Participants)	<b>How Will it be Measured?</b> (Instrument Used/Type of Record)



**Attachment C**  
**Implementation Worksheet and Budget Request**  
**Page 1 of 1**

Row		Curriculum #1	Curriculum #2	Curriculum #3	Total
1	<b>Curriculum Name</b>				
2	<b>Population Served</b>	<b>Selective</b> <input type="checkbox"/> High School Dropouts <input type="checkbox"/> Foster Care Children <input type="checkbox"/> Juvenile Offenders <input type="checkbox"/> Children of Substance Abusing Parents <input type="checkbox"/> LGBTQ Individuals <input type="checkbox"/> Children of Incarcerated Parents <input type="checkbox"/> Military Families <input type="checkbox"/> Youth with Low School Performance/ Truancy <input type="checkbox"/> Other: (Specify) <b>Indicated</b> <input type="checkbox"/> Early initiation (age 13 and under) <input type="checkbox"/> Adolescent Binge Drinking (age 13-18) <input type="checkbox"/> Young Adult Binge Drinking (18-24) <input type="checkbox"/> Adolescent high rate/ excessive use of alcohol and/or drugs (13-18) <input type="checkbox"/> Inhalant use (10-16) <input type="checkbox"/> Adolescent Prescription Drug Use (13-18) <input type="checkbox"/> Adolescent co-occurring disorders (13-18)	<b>Selective</b> <input type="checkbox"/> High School Dropouts <input type="checkbox"/> Foster Care Children <input type="checkbox"/> Juvenile Offenders <input type="checkbox"/> Children of Substance Abusing Parents <input type="checkbox"/> LGBTQ Individuals <input type="checkbox"/> Children of Incarcerated Parents <input type="checkbox"/> Military Families <input type="checkbox"/> Youth with Low School Performance/ Truancy <input type="checkbox"/> Other: (Specify) <b>Indicated</b> <input type="checkbox"/> Early initiation (age 13 and under) <input type="checkbox"/> Adolescent Binge Drinking (age 13-18) <input type="checkbox"/> Young Adult Binge Drinking (18-24) <input type="checkbox"/> Adolescent high rate/ excessive use of alcohol and/or drugs (13-18) <input type="checkbox"/> Inhalant use (10-16) <input type="checkbox"/> Adolescent Prescription Drug Use (13-18) <input type="checkbox"/> Adolescent co-occurring disorders (13-18)	<b>Selective</b> <input type="checkbox"/> High School Dropouts <input type="checkbox"/> Foster Care Children <input type="checkbox"/> Juvenile Offenders <input type="checkbox"/> Children of Substance Abusing Parents <input type="checkbox"/> LGBTQ Individuals <input type="checkbox"/> Children of Incarcerated Parents <input type="checkbox"/> Military Families <input type="checkbox"/> Youth with Low School Performance/ Truancy <input type="checkbox"/> Other: (Specify) <b>Indicated</b> <input type="checkbox"/> Early initiation (age 13 and under) <input type="checkbox"/> Adolescent Binge Drinking (age 13-18) <input type="checkbox"/> Young Adult Binge Drinking (18-24) <input type="checkbox"/> Adolescent high rate/ excessive use of alcohol and/or drugs (13-18) <input type="checkbox"/> Inhalant use (10-16) <input type="checkbox"/> Adolescent Prescription Drug Use (13-18) <input type="checkbox"/> Adolescent co-occurring disorders (13-18)	
3	<b>Dosage</b> (# of sessions per a specified period of time [i.e. day, week, month])				
4	<b>Duration</b> (amount of time sessions will occur [i.e., 12 days; 3 weeks; 1 month])				
5	<b>Session Length in hours</b>				
6	<b># of times Curriculum will be offered</b>				
7	<b># of persons per group</b>				
8	<b>Total # of Sessions per Group</b> (Row 3 x Row 4)				
9	<b>Total Persons Served</b> (Row 6 x Row 7)				
10	<b>Total # of Hours per Group</b> (Row 8 x Row 5)				
11	<b>Budget Request</b> (Row 9 x Row 10 x \$30)				

**Attachment D**  
**Tennessee Prevention Network**  
**Intended Scope of Services**  
**Page 1 of 9**

**A. SCOPE OF SERVICES:**

A.1. The Grantee shall provide all services and deliverables as required, described, and detailed herein and shall meet all service and delivery timelines as specified by this Grant Contract.

A.2. Service Definitions:

- a. The Tennessee Prevention Network is a statewide prevention program directed at providing primary prevention services to individuals who have not been determined to require treatment for substance abuse. The array of services falls into three (3) categories:
  - (1) **Selective prevention services** which include programs and practices that are delivered to sub-groups of individuals identified on the basis of their membership in a group that has an elevated risk for developing substance abuse problems. An individual's personal risk is not specifically assessed or identified and is based solely on a presumption given his or her membership in the at-risk subgroup; and
  - (2) **Indicated prevention services** which include programs that focus on populations that are identified on the basis of individual risk factors or initiation behaviors that put an individual at high risk for developing substance abuse problems. The individuals targeted at this stage, although showing signs of early substance use, have not yet reached the point where a clinical diagnosis of substance abuse can be made.
  - (3) **Universal prevention services** which include programs that focus on the entire population, without regard to individual risk factors and are intended to reach a very large audience. The programs are provided to everyone in the population, such as a school or community.
- b. The types of services within the Tennessee Prevention Network include but are not limited to:
  - (1) Education activities including didactic activities such as instruction and training that aim to affect critical life and social skills including, but not limited to, decision-making, refusal skills, critical analysis, and systematic judgment abilities
  - (2) Alternative activities that provide for the participation of the target population in activities that exclude substance use. The assumption is that constructive and healthy activities offset the attraction to, or otherwise meet the needs usually filled by, substance use. These activities include, but are not limited to experiential/adventure based activities including the use of games (primarily new and cooperative), initiatives (problem solving activities), trust activities, high adventure activities (ropes courses, rock climbing, white water kayaking, and related activities), wilderness activities (backpacking, canoeing or other wilderness expedition forms) as part of an intentional change process based on the philosophy of experiential education.
  - (3) Mentoring which is the process of matching adult mentors with young people in order to provide a caring and responsible adult in the young person's life;

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**Tennessee Prevention Network**  
**Intended Scope of Services**  
**Page 2 of 9**

- (4) Referral activities such as sending or directing another for external services or resources;
  - (5) Tutoring which provides individual instruction to another in a special subject;
  - (6) Service learning which is a systematic process/procedure used to assist individuals to be of help, use, or benefit to the community, thereby contributing to the welfare of others; and
  - (7) Student Assistance Programs that aim to reduce students' behavioral and disciplinary violations and substance use habits while improving school attendance and academic performance through the referral and facilitation of appropriate services.
- c. "CRAFT Screening Tool" is a behavioral health screening tool for use with children under the age of twenty-one (21) years and is recommended by the American Academy of Pediatrics' Committee on Substance Abuse for use with adolescents. The tool consists of a series of six (6) questions developed to screen adolescents for high risk alcohol and other drug use disorders simultaneously. The letters CRAFT represent a mnemonic acronym of the first letters of key words in the six (6) screening questions [CAR; RELAX; ALONE; FORGET; FRIENDS; and TROUBLE]. The six (6) questions should be asked exactly as written in the screening tool.

**A.3. Service Recipients:**

- a. A 'selective' population would include any Tennessee citizen who is between the ages of birth to twenty-four (24) years and who:
  - (1) Is a high school dropout;
  - (2) Is a foster care child;
  - (3) Is a juvenile offender;
  - (4) Is a child of substance abusing parent(s);
  - (5) Is a Lesbian Gay Bisexual Transgender Questioning (LGBTQ) individual;
  - (6) Is a child of an incarcerated parent(s);
  - (7) Is part of a Military family; or
  - (8) Is a child with low school performance/ truancy.
- b. Additional 'selective' populations may be targeted if the need for such a program has been demonstrated and if approved by the State.
- c. An 'indicated' population would include any Tennessee citizen who is between the ages of birth to twenty-four (24) years and who:
  - (1) Is experiencing early initiation (age thirteen (13) years and under) of alcohol and drug use and associated problems;

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**Tennessee Prevention Network**  
**Intended Scope of Services**  
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- (2) Is experiencing adolescent (ages thirteen to eighteen (13-18) years) binge drinking and excessive alcohol use and associated problems;
  - (3) Is experiencing young adult (ages eighteen to twenty-four (18-24) years) binge drinking and associated problems;
  - (4) Is experiencing adolescent (ages thirteen to eighteen (13-18) years) high rate/excessive use of alcohol and/or drugs;
  - (5) Is experiencing inhalant use (ages ten to sixteen (10-16) years) and associated problems;
  - (6) Is experiencing adolescent (ages thirteen to eighteen (13-18) years) prescription drug use and associated problems; or
  - (7) Is experiencing adolescent (ages thirteen to eighteen (13-18) years) co-occurring disorders and associated problems.
- d. A 'universal' population, without regard to individual risk factors and intended to be large in size; may only be served at the direction, and with written approval, of the State.

**A.4. Service Goals:**

- a. To delay the onset of substance use, abuse, and dependence.
- b. To reduce illegal use of substances.
- c. To reduce the prevalence of negative consequences associated with substances.

**A.5. Structure:**

- a. Staffing; Resources; Policies and Procedures; and Compliance with Laws, Rules, and Regulations. The Grantee shall:
  - (1) Be structured and organizationally linked to a governing body.
  - (2) Have at least one (1) on-duty staff member trained in Cardiopulmonary Resuscitation (CPR) and the appropriate procedure to perform when someone is choking.
  - (3) With respect to tuberculosis testing, ensure that:
    - i. All new employees, including volunteers, who have routine contact with program participants, receive testing prior to employment, or submit proof of having been tested within twelve (12) months prior to employment;
    - ii. Employees are tested annually; at the time of exposure to active tuberculosis; and three (3) months after exposure; and
    - iii. Personnel records include date and type of test used; test results including if the test was negative or positive (a numerical reading only is

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**Tennessee Prevention Network**  
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not sufficient); date of test results; date and results of chest x-ray, if applicable; and any drug treatment for tuberculosis, if applicable.

- (4) Have and provide program staff with computer systems or other immediate access to the Internet. Computer systems shall be capable of fully accessing, downloading and using information from the State's online reporting website, and other linked or referenced Internet sites.
- (5) Be capable of transmitting and receiving information through electronic mail (e-mail). The Grantee shall maintain an e-mail address and shall provide the State with any change in the e-mail address(es) within two (2) workdays of the effective date of the change.
- (6) Be an active participant of the Regional Prevention Workgroup in the Grantee's region and participate in other activities as prescribed and authorized by the State.
- (7) Ensure that all prevention direct service and supervisory staff members whose salary is funded in whole or in part under this Grant Contract satisfactorily complete training as follows: 1) each such person shall complete at least two (2) of the prevention courses provided through the State's prevention on-line self-education tool; 2) specific course titles of the courses to be completed shall be decided in negotiation with the State; and 3) at least one (1) of the required courses must be completed in the first six (6) months of the Grant Contract term and the remaining required course must be completed by the end of the Grant Contract term.
- (8) Develop, implement, and maintain written organized policies and procedures; and create and maintain a written Policies and Procedures Manual. The Policies and Procedures Manual shall be available upon request of the State and include policies and procedures on, but not limited to, the following:
  - i. Non-discrimination including Title VI;
  - ii. Staffing and personnel;
  - iii. Maintaining a Drug Free Workplace; and
  - iv. Charitable Choice, if applicable.
- (9) Meet and agree to comply with all licensure and certification requirements (personnel), basic life safety requirements (facility), and reporting requirements adopted by the State; and state and federal laws, rules, and regulations governing alcohol and drug prevention or treatment programs funded in whole or in part under this Grant Contract. Proof of licensure and credentials shall be submitted upon request of the State.

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- 10) By July 31, 2012 the Grantee shall identify at least one (1) Prevention Specialist certified by International Certification & Reciprocity Consortium (IC&RC) standards. The identified individual(s) must be on staff or contracted for a minimum of twenty-five (25) hours per week and the position description must specifically describe responsibilities of oversight and quality assurance for the delivery of evidence-based prevention programs and strategies with fidelity. The designated Prevention Specialist(s) name(s), credential(s), and title(s) must be submitted to the State no later than January 1, 2013. The Grantee shall notify the State within ten (10) calendar days if the designated Prevention Specialist(s) is/are no longer available or unable to perform required oversight and quality assurance functions. Within thirty (30) calendar days of notifying the State, the Grantee must designate at least one (1) individual who is currently certified or will be certified within twelve (12) months of the notification date to perform the responsibilities of oversight and quality assurance for the delivery of evidence-based prevention programs and strategies with fidelity.
- b. **Monitoring.** In accordance with Section D.14., the State shall conduct program monitoring as follows:
  - (1) State monitors shall notify the Grantee of their arrival, prior to site visit inception. The Grantee shall make available all relevant personnel on the appointed day and at the scheduled time chosen by the State, unless otherwise arranged with the State. Deviations from the proposed site visit date must be approved by the State's Practice Improvement Director, no later than two (2) weeks prior to the site visit date.
  - (2) The Grantee shall comply with any and all requests for information as issued by the State and is required to have all information slated for review present and ready for review on the appointed day and at the scheduled time of the review. All requested information is to be prepared as specified by the State.
  - (3) Following the monitoring visit or desk review, the Grantee shall receive a Monitoring Report. If the Monitoring Report indicates that the Grantee has incurred reportable findings, the Grantee shall be required to submit a Corrective Action Plan (CAP) for the State's approval. The CAP must include the date issued, the signature of the preparer, and must address each reportable finding listed in the Monitoring Report. The CAP must also include corrective action to be implemented, person responsible for implementing corrective action, and the CAP implementation date.
  - (4) Grantee correspondence concerning the CAP may be submitted to the State in hard copy or electronically, as an attachment, via electronic mail (e-mail); and must include a cover letter on Grantee letterhead; and must conform to the State approved format; and must be submitted within the timeframe specified by the State. No facsimile CAP information will be accepted; and
  - (5) If the CAP is satisfactory, the Grantee shall receive a CAP Approval Letter from the State. If the CAP is unsatisfactory, the Grantee shall receive a CAP Disapproval Letter requesting amendment and resubmission to the State. After the CAP is approved, the State shall conduct a follow-up site visit within sixty (60) days after the approval of the CAP. It is expressly understood and agreed the

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obligations set forth in this section shall survive the termination of this Grant Contract as specifically indicated herein.

c. Provision of Services and Evaluation. The Grantee shall:

- (1) Provide services to those identified in Section A.3. The Grantee shall identify, in writing, how it will recruit and/or access the targeted population. If the Grantee will be serving an indicated population, the Grantee must use the CRAFFT Screening Tool, defined in Section A.2., in order to determine if the individual is appropriate for services.
- (2) Conduct the program, or assure that the program is to be conducted, in a sanitary environment shown by maintaining guidelines and techniques for the prevention and control of infectious and communicable diseases.
- (3) Conduct the program, or assure that the program is to be conducted, in a safe environment. The Grantee shall identify, in writing, each location at which the services are to be provided. A safe environment is one that meets basic life safety requirements as shown through:
  - i. Annual fire safety inspection or fire marshal reports;
  - ii. Local building code inspection reports and/or certificates of occupancy;
  - iii. Maintenance records of all safety equipment; and
  - iv. Reports of any other inspections conducted by federal, state, or local agencies.
- (4) If the program is conducted in:
  - i. A facility owned and operated by the Grantee, the Grantee shall attest in writing by signing Attachment 2 that copies of the reports identified in Section A.5.c.(3) are maintained by the Grantee and shall be made available upon request of the State, or
  - ii. A facility leased, rented, or otherwise not owned and operated by the Grantee (i.e. your place of business, but you do not own the building; a school, church, community center, or civic center that you use that is not your place of business and you do not own the building), the Grantee shall attest in writing by signing Attachment 2 that the reports identified in Section A.5.c.(3) have been viewed and read and assure that the facility in which the program is to be conducted is safe.
- (5) Comply with State evaluation criteria to include administering a standardized pre-and post-test if one is available.

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- d. Documentation and Reporting. The Grantee shall:
- (1) In addition to other data collected as noted in this Scope of Services, create and maintain a participant record. A participant record may be an 'individual client' file or a 'group' file that contains information from clients together in one file. The participant record shall contain the following:
    - i. Signed parental or guardian consent form(s) to participate in the intervention program;
    - ii. Written statement(s) or screening form noting the reason for program inclusion. A written statement indicating how the individual is part of the program's target population is sufficient for 'selective' populations. A screening instrument must be included for individuals in 'indicated' populations; and
    - iii. A copy of the pre-test and post-test instrument (not the completed tests) that was used for the assessment. This is not required to be in every record, but must be kept and maintained by the Grantee and made available to the State upon request.
  - (2) Collect and meet National Outcome Measures (NOMs) and participate in other evaluation projects as specified by the State.
  - (3) Utilize the State's data system to collect client demographic information; use of evidence-based practices; and program session information including: client encounters; service types provided; duration and length of service; and program information including goals and objectives. All required information must be entered into the State's data system following a program session, but no later than the tenth (10th) of the following month.
  - (4) Submit the following reports in a format and timeframe established by the State. It is expressly understood and agreed the obligations set forth in this section shall survive the termination of this Grant Contract as specifically indicated herein:
    - i. Quarterly reports no later than the fifteenth (15<sup>th</sup>) of the month following the end of each quarter; and
    - ii. An end-of-year report no later than the last day of the month following the end of the Grant Contract term.
  - (5) Ensure that reports are based on progress toward goals identified in Section A.4. and include such progress as well as work done within the six (6) Center for Substance Abuse Prevention Strategies; and number of training hours completed; and number of persons served.

A.6. Process:

The Grantee shall participate in the planning and coordination of program implementation and service delivery in coordination with the State. The Grantee shall describe, in writing, the specific problems to be addressed; the specific methods the Grantee will use to meet the goals identified in Section A.4.; the particular population to be served from those identified in Section A.3.; and the number of individuals to be served with the funding available through this Grant Contract.



**Attachment D**  
**Tennessee Prevention Network**  
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A.7. Outcome – Access:

The Grantee shall ensure that services are accessible to those identified in Section A.3.

A.8. Outcome – Capacity:

The Grantee shall provide services to the total number of individuals identified in Section A.6 and shall ensure that service recipients attend at least sixty percent (60%) of program sessions.

A.9. Outcome – Effectiveness:

The State shall continually review the progress reports and data submitted in accordance with this Scope of Services to determine whether, and to what extent, the goals stated in Section A.4. have been met.

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**ATTACHMENT 2**

**ATTESTATION RE: BASIC LIFE SAFETY REQUIREMENTS**

<b>SUBJECT GRANT CONTRACT NUMBER:</b>	
<b>GRANTOR LEGAL ENTITY NAME:</b>	
<b>FEDERAL EMPLOYER IDENTIFICATION NUMBER:</b> (or Social Security Number)	

**The Grantee, identified above, does hereby attest, certify, warrant, and assure that the basic life safety reports identified in Section A.5.c.(3) have been viewed and read, or are in the custody of the Grantee and that the facility in which the program is to be conducted meets the requirements of Sections A.5.c.(3) and A.5.c.(4).**

---

**GRANTEE SIGNATURE**

NOTICE: This attestation MUST be signed by an individual empowered to contractually bind the Grantee. If said individual is not the chief executive, president, or executive director, this document shall attach evidence showing the individual's authority to contractually bind the Grantee.

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**PRINTED NAME AND TITLE OF SIGNATORY**

---

**DATE OF ATTESTATION**